

## MEMORANDUM OF UNDERSTANDING

### *Protection Order Enforcement and Tracking Project*

The City of Seattle through its Human Services Department, Domestic Violence and Sexual Assault Prevention Division enters into a Memorandum of Understanding ("MOU") as a collaborative partner with the following agencies: Seattle Police Department, Seattle City Attorney's Office, and Seattle Municipal Court.

The above mentioned partners have come together to collaborate and to make an application for the Fiscal Year 2009 Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program ("Arrest Program").

The partners have agreed to enter into a collaborative agreement in which the City of Seattle will be the lead agency and named applicant and the other agencies will be partners in this application.

The partners desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative.

The application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women ("OVW") on or before January 15, 2009.

#### **I. Description of Partner Agencies**

*City of Seattle, Human Services Department, Domestic Violence & Sexual Assault Prevention Division* works across all City departments to coordinate the City's response to domestic violence, and is the Arrest Program applicant. The Domestic Violence & Sexual Assault Prevention Division is a lead agency on regional efforts to address victim safety and offender accountability, improve coordination across systems, and support community-based agencies as service providers.

*Seattle Police Department Domestic Violence Unit (SPD DVU)*, created in 1994, investigates domestic violence crimes in Seattle. The SPD DVU includes a lieutenant, two sergeants, eight felony detectives, three misdemeanor detectives, one elder abuse/neglect detective, two elder fraud detectives, and two felony victim assistants. In addition, the DVU has a Victim Support Team that includes one civilian manager, one civilian supervisor and 85 active volunteers who respond to domestic violence incidents at the discretion of patrol officers on weekends.

*Seattle City Attorney's Office, Domestic Violence Unit*, created in 1995, prosecutes misdemeanor domestic violence cases in Seattle. The DV Unit is comprised of seven experienced prosecutors and 10 victim assistants supported by one paralegal, one investigator, and one appellate attorney. Staff represent a wide cultural diversity and speak Vietnamese, Cantonese, Mandarin, Spanish and Tagalog.

*Seattle Municipal Court* adjudicates all domestic violence misdemeanor charges that occur in the City of Seattle. The Domestic Violence Court was established in 2004 with two presiding judges whose assignments rotate every two years. A domestic violence unit in the Probation Department works to monitor domestic violence offenders.

## **II. Project Summary**

This Memorandum of Understanding represents a collaboration to support victims of domestic violence in Seattle by creating and implementing a real-time computer-based information sharing system so Seattle criminal justice agencies can track violations of domestic violence protection orders.

## **III. History of Collaboration**

For more than 10 years, the City of Seattle, Human Services Department, Domestic Violence and Sexual Assault Prevention Division has been working collaboratively with the Seattle Police Department (SPD), Seattle City Attorney's Office (CAO), and the Seattle Municipal Court (SMC). These agencies also have extensive histories of working together as well on a variety of projects related to domestic violence and other crimes in Seattle and the region.

All collaborating partners are members of the City of Seattle's Domestic Violence Prevention Council. The Domestic Violence Prevention Council (DVPC), established in 1996, works in tandem with Seattle's Mayor and City Council to provide leadership, oversight and coordination of the City of Seattle's efforts to end domestic violence. The co-chairs of the DVPC are the Human Services Director, the Chief of Police, City Attorney, and a City Councilmember. The DVPC meets quarterly, providing oversight of the City's Domestic Violence Strategic Plan, reviewing city-wide policy initiatives such as the recent workplace violence policy, and guiding development of new efforts to strengthen the City's efforts to address domestic violence.

In addition to membership on the DVPC, representatives from SPD, CAO, and SMC also sit on the criminal justice subcommittee of the DVPC which provides direct oversight and implementation of the City's Domestic Violence Strategic Plan and monitors on-going City response to domestic violence. This subcommittee includes criminal justice system representatives as well as representatives from several community-based agencies.

A further demonstration of the history of collaboration among these project partners is the Seattle Justice Information Sharing program (SeaJIS). In 2002, Seattle began the SeaJIS program in an effort to modernize and strengthen electronic information sharing between Seattle's criminal justice agencies as well as with county and state agencies. Seattle Police Department, City Attorney's Office and Seattle Municipal Court are the lead agencies participating in SeaJIS, and other collaborating city departments include the Department of Information Technology, Human Services Department, and the Fire Department. Representatives from these departments meet monthly as the SeaJIS Steering Committee to monitor implementation of current information technology projects, review overall SeaJIS work plan, and prioritize future information exchange projects.

Improving Seattle's information system related to domestic violence crimes has been a long-standing priority of the SeaJIS collaboration. FY05 Arrest Program grant funds were used for an electronic booking data exchange project that simplified the booking of domestic violence defendants into jail and streamlined the sharing of booking related information between the police, prosecutors and the court. Enforcement of protection orders and tracking of violations have been two data exchange projects on the SeaJIS work plan, and these have consistently ranked in the top five as needed enhancements to the City's criminal justice information sharing system.

All three partner agencies have collaborated with DVSAP on previous Arrest Program grants awarded to the City of Seattle. Seattle Police Department received funding through the City's first Arrest Program grant in FY98 to support the creation of two felony victim assistants positions and the Victim Support Team. Seattle City Attorney's Office received Arrest Program funding (FY03 and FY05) for the implementation of a high risk offender program. Similarly, Seattle Municipal Court Probation received FY03 and FY05 Arrest Program funding to create an intensive supervision probation program. The four positions – two victim advocates, one attorney, and one probation counselor – have been continued by the City of Seattle and are funded with General Fund money.

Through these collaborative relationships, the City of Seattle was well prepared to respond to the FY09 Arrest Grant. This project was designed to address needs in our community that our criminal justice partners have identified.

#### **IV. Development of the Application**

The City of Seattle's Domestic Violence and Sexual Assault Prevention Division took the lead in facilitating the development of the written proposal. Discussions with project partners were conducted via in-person meetings, individual telephone calls, and email between DVSAP and project partners. Project partners provided the following assistance in developing the application:

- Seattle Police Department – facilitating SeaJIS Steering Committee meetings that prioritized protection order data exchanges on the SeaJIS work plan; participated in preparatory discussions to develop the project idea; participated in in-person meeting to further discuss the project idea; provided material for the project narrative and budget, reviewed and edited drafts of the project narrative; and firmly committed to support the project.
- Seattle City Attorney's Office – participated in SeaJIS Steering Committee meetings that prioritized protection order data exchanges on the SeaJIS work plan; participated in preparatory discussions to develop the project idea; and firmly committed to support the project.
- Seattle Municipal Court – participated in SeaJIS Steering Committee meetings that prioritized protection order data exchanges on the SeaJIS work plan; participated in preparatory discussions to develop the project idea; and firmly committed to support the project.

These discussions, feedback provided by the collaborators, and their support led to the development of the proposed project as reflected in the proposal narrative and agreed to in this Memorandum of Understanding.

#### **V. Roles and Responsibilities**

The Seattle Police Department will be responsible for all the duties and responsibilities related to:

1. Hiring and supervising SeaJIS consultant.
2. Providing oversight of all aspects of the protection order violations tracking data exchange project, including design, testing and implementation phases.
3. Convening the monthly meetings of the SeaJIS Steering Committee to review progress on the protection order tracking violations data exchange.
4. Providing training to staff on the new resource provided by the protection order violations tracking data exchange.
5. Attending quarterly meetings of the grant implementation team.
6. Providing data for semi-annual progress reports due to the Department of Justice for this grant.

Seattle City Attorney's Office will be responsible for all the duties and responsibilities related to:

1. Working with SeaJIS Program Manager and consultant on all aspects of the design, testing and implementation phases of the protection order tracking data exchange.
2. Meeting monthly as part of the SeaJIS Steering Committee to review progress on the protection order tracking data exchange.
3. Providing training to staff on the new resource provided by the protection order tracking data exchange.
4. Attending quarterly meetings of the grant implementation team.
5. Providing data for semi-annual progress reports due to the Department of Justice for this grant.

Seattle Municipal Court will be responsible for all the duties and responsibilities related to:

1. Working with SeaJIS Program Manager and consultant on all aspects of the design, testing and implementation phases of the protection order tracking data exchange.
2. Meeting monthly as part of the SeaJIS Steering Committee to review progress on the protection order tracking data exchange.
3. Providing training to staff on the new resource provided by the protection order violation tracking data exchange.
4. Attending quarterly meetings of the grant implementation team.
5. Providing data for semi-annual progress reports due to the Department of Justice for this grant.

The City of Seattle, Human Services Department, Domestic Violence and Sexual Assault Prevention Division will be responsible for all duties and responsibilities related to:

1. Participating in monthly SeaJIS Steering Committee meetings.
2. Convening and facilitating the quarterly meetings of the grant implementation team.

3. Submission of all required reports, records, and financial audits to the Department of Justice.
4. Provision of all required copies of publications and materials produced under this grant to the Department of Justice.
5. Negotiation of any sole source justifications, necessary extensions or amendments with the Department of Justice.

The roles and responsibilities described above are contingent on City of Seattle receiving funds requested for the project described in the OVW grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be October 1, 2009 through September 30, 2011.

#### **VI. Planning and Development Team**

Representatives of the planning and development team include:

- Amy Heyden, a Planner with the City of Seattle's Human Services Department;
- Julie Lange, SeaJIS Program Manager, Seattle Police Department; and
- SeaJIS Steering Committee Members, including Assistant Chief Jim Pugel of the Seattle Police Department; Robert Hood, Director, Public and Community Safety Division, Seattle City Attorney's Office; and Court Administrator Yolanda Williams of Seattle Municipal Court;

These individuals will be responsible for developing and implementing the project activities as described in the project narrative. These individuals, or their appointed representative, will meet immediately following award of the grant to determine project start-up strategies and timeline, and will subsequently meet monthly as part of the SeaJIS Steering Committee to monitor project implementation.

#### **VII. Resources**

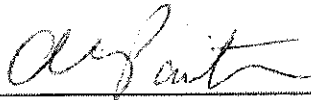
- A. City of Seattle Human Services Department will provide a portion of salary and benefits for the grant program manager (Amy Heyden), office space, and supplies.
- B. Seattle Police Department will provide a portion of salary and benefits for the SeaJIS Program Manager, office space and supplies.
- C. Seattle City Attorney's Office will provide staff time for participation in SeaJIS Steering Committee meetings and activities related to implementation of this project.
- D. Seattle Municipal Court will provide staff time for participation in SeaJIS Steering Committee meetings and activities related to implementation of this project.

#### **VIII. Commitment**

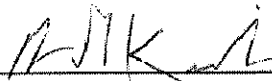
- A. There is a firm commitment from each of the project partners to achieve the stated project goals by working together. The collaboration service area is Seattle.

- B. The partners agree to collaborate on an information exchange system to improve enforcement protection orders for victims of domestic violence pursuant to the program narrative of the grant application attached to this agreement.
- C. Compensation for partners' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet.
- D. We, the undersigned have read and agree with this MOU. Further, we have reviewed and approve the proposed project pertaining to the collaborative effort described here.

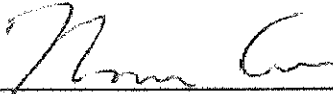
**IX. Approval**



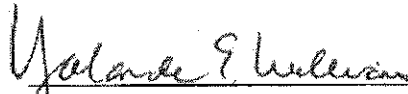
Alan Painter, Acting Director  
City of Seattle Human Services Department  
Date: 1-15-09



Chief Gil Kerlikowske  
Seattle Police Department  
Date: 1-12-09



Thomas A. Carr  
Seattle City Attorney  
Date: 1/12/2009



Yolanda Williams, Court Administrator  
Seattle Municipal Court  
Date: 1/13/09